

**Standard Operating Procedures 3000.3**  
**Joining the Local Employment Dynamics Partnership**  
February 28, 2007

## **I. PURPOSE**

This is a set of standard operating procedures (SOP) on how a state's Labor Market Information agency may join the Local Employment Dynamics (LED) partnership. Please follow the steps to ensure timely processing. Inconsistencies may cause delays or poor quality results.

## **II. PROCEDURES**

### **Step 1. Getting the Memorandum of Understanding (MOU) signed**

Obtain a template MOU, complete it, and secure clearance by your legal staff and your Department. Send the completed but unsigned MOU to LED by email. After the Census Bureau has cleared the approval and signature process, we send it back to you by registered express mail for signature. Once signed and returned to the Census Bureau by registered express mail, we have a formal agreement.

### **Step 2. Getting historical data files to LED**

This is a one-time effort at the start of the partnership. The purpose is to collect historical files for both workers and establishments, as well as files needed to start production.

#### *What files?*

Submit with consistency and documentation for

- (a) Quarterly UI wage records, at least 10 quarters and preferably back to 1990.
- (b) Quarterly ES202 records, at least 10 quarters and preferably back to 1990.
- (c) Workforce Investment Board (WIB) definitions.
- (d) Longitudinal Data Base (LDB) files.

#### *What file formats?*

- (a) See SOP 3010 for UI wage records.
- (b) See SOP 3020 for ES-202 records (also known as Quarterly Census of Employment and Wages or QCEW).
- (c) See SOP 3030 for WIB definitions.
- (d) See SOP 3120 for LDB file layouts.

#### *What filenames should I give the data?*

- (a) See SOP 3010 for UI wage records.
- (b) See SOP 3020 for ES-202 records.
- (c) See SOP 3030 for WIB definitions.
- (d) See SOP 3120 for LDB file name conventions.

#### *How to send the data to LED?*

Send the data files by secured FTP with encrypted files according to instructions in SOP 3040.

### **Step 3: Sending quarterly data on a timely, ongoing basis**

Each quarter, submit two sets of quarterly data as follows:

- (a) Preliminary data from about two quarters ago
- (b) Updated data from about three quarters ago

For example:

03/31/07	Last day to submit preliminary data for quarter ending September 30, 2006 and last day to submit updated data for quarter ending June 30, 2006
06/30/07	Last day to submit preliminary data for quarter ending December 31, 2006 and last day to submit updated data for quarter ending September 30, 2006
09/30/07	Last day to submit preliminary data for quarter ending March 31, 2007 and last day to submit updated data for quarter ending December 31, 2006
12/31/07	Last day to submit preliminary data for quarter ending June 30, 2007 and last day to submit updated data for quarter ending March 31, 2007

### **Step 4: What you get back from LEHD and when**

#### *Quarterly Workforce Indicators (QWI)*

These are shipped back every quarter – within three months of the receipt of your quarterly data in the CSV format given in SOP 3050, covering about 30 indicators in 36 files. Both SIC-based and NAICS-based QWI will be produced at the present. SIC-based QWI will cease at the conclusion of the second quarter of 2007. QWIs are shipped on DVDs, but will be replaced by password-protected HTTP download in the future according to SOP 3060.

#### *Successor/Predecessor Files*

These are shipped back every quarter – within three months of the receipt of your quarterly data in format given in SOP 3070. You receive one file in the CSV format on a DVD, with documentation included.

#### *Edited Wage Records*

These records were shipped back once a year, on a rotating schedule. They are suspended until further notice because changes in policies are being considered in regard to personally identifiable data contained in these records. The past procedures and file structure are provided in SOP 3080. You receive 4 different types of files: modified wage records (one file per quarter); employer-based work histories and general work histories computed off the modified wage records, and alternate names of individuals as found by the editing algorithm (these files are split into ten segments due to size constraints). The last three files are directly used for research purposes; the format of the wage records themselves closely follows your original file format.

### **III. NOTES**

- LED has been in negotiation with the Bureau of Labor Statistics (BLS) to establish a data sharing agreement since July 2004. These SOP may change as a result of the BLS agreement.

- WIB definitions may change once a time at the beginning of the third quarter production cycle (July 1). We are working with the Employment and Training Administration to use the American Service Locator system as an alternative source of this information.
- LDB files are optionally used to back-code North American Industrial Classification System (NAICS) industries for extending the time series as far back as 1990. See SOP3120 for details and options.

#### **IV. CONTACT**

Send an email to

[dsd.local.employment.dynamics@census.gov](mailto:dsd.local.employment.dynamics@census.gov) for more information on the program

[did.lehd.production.list@census.gov](mailto:did.lehd.production.list@census.gov) for more information on production

Website

<http://lehd.did.census.gov>

Visit <http://lehd.did.census.gov/led/about-us/contact.html> to join a listserv or obtain other contact information.